

SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Updates to Section 705 "Change Order Procedures" of the Purchasing Policy and Procedures Manual

REQUESTED ACTION: **Approve updates to Section 705 of the Purchasing Policy and Procedures Manual**

☐ Work Session (Report Only) **DATE OF MEETING:** 11/10/2009
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Budget & Purchasing Department

BUDGET IMPACT: _____
☐ Annual **FUNDING SOURCE:** _____
☐ Capital **EXPENDITURE ACCOUNT:** _____
☐ N/A

HISTORY/FACTS/ISSUES:

The Purchasing Policies and Procedures Manual was adopted by the Board of Sumter County Commissioners on September 9, 2008. The policy was effective October 1, 2008. The update of "Section 705 -Change Order Procedures" is to identify when a Change Order is not required in order to close a Purchase Order, and to clarify the County Administrator's authority for approving Change Orders that do not cause the total purchase price (original Purchase Order plus all Change Orders) to exceed his \$25,000.00 Level of Authority.

The attached documentation shows Section 705 and the proposed updates marked in blue.
